

**TOWN OF PRIMROSE
BOARD OF SUPERVISORS
May 17, 2011**

MINUTES

1. Meeting called to order by Chairman Dale Judd. Present: Supervisors Dave Garfoot and Alex Elkins; Treasurer Kristy Gorman; Clerk Marla Handy
2. Motion by Elkins, second by Garfoot to approve minutes of April 19. Motion carried.
3. Motion by Garfoot, second by Elkins to approve Treasurer's report. Motion Carried.
4. Motion by Judd, second by Elkins to have Handy and Gorman investigate improvements to the town's accounting process and procure additional software, if needed, within a spending limit of \$1,500, with the acknowledgement that the recommended process may include monthly subscription fees that would be in addition to this dollar amount. Motion carried.
5. Motion by Elkins, second by Garfoot to have Gorman establish a method of paying recurring, regular bills through electronic transfer of funds. Motion carried.
6. Clerk's comments: Announcement of open records request for all materials related to the April 5 election; report on information gathered at recent training concerning the increasing demands that town reporting be done electronically and the need to increase the town's capacity to respond; presented information on the increasing professionalization of the role of town clerk and the trend toward small towns moving from elected clerk positions to appointed ones since it is often so difficult to find candidates with both the needed skill set and time within the geographic boundaries of the town; explained that the process for moving from an elected clerk to an appointed clerk as was explained by an attorney at the Wisconsin Towns Association.
7. Garfoot reported on the discussion at the Dane County Towns Association meeting concerning possible state budget cuts and responses to such cuts.
8. Motion by Garfoot, second by Elkins to tie the Primrose town mileage reimbursement rate to that of the Federal government. Motion carried.
9. Results of the annual road inspection were reported. Judd requested Handy to publish a request for bids to complete the identified work to be done.
10. Discussion/Vote on proposed Dane County review of OA #4, 2011-12, Regarding Accessory Structures, was postponed until further public meetings have been held by the county.
11. David Baker presented plans for building a pack house on the Primrose Valley Farm property. Motion by Garfoot, second by Elkins to approve. Motion carried.
12. Next meeting's agenda will include the discussion/vote on proposed Dane County review of OA #4, 2011-12, Regarding Accessory Structures.
13. Motion by Judd, second by Elkins adjourn. Motion carried.

Posted 6-2-11

Subject to the approval of the Board of Supervisors

Marla Handy, Clerk